



# State of Washington

## Elections Business Analysis and Requirements

Project Kickoff

April 13, 2015



# Agenda

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- Meeting Purpose
- Project Objectives
- Stakeholders
- Project Team
- Project Processes (Phases, Deliverables, etc.)
- Communications Outline
- Risk & Issue Management
- Project Timeline
- Questions

# Meeting Purpose / Project Objectives

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- Goals and Objectives
- Project Approach
  - SME driven – team approach
  - Goal Congruence; ownership of the recommendations
- Project Scope
  - County and State processes and systems
    - Voter Registration
    - Vote by Mail
    - EMS
    - Election Night Reporting
    - Technology

# Stakeholders

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- County Auditors
- Elections Administrators
- Voters
  - Voters living with disabilities
  - Minority language voters
  - Military and overseas voters
  - Young voters
- Media
- Legislators
- State Agencies
- Candidates
- Political Parties
- Campaign Consultants
- Academic Institutions & Research Organizations
- Privacy Advocates
- Open Source Consortiums
- Civic Engagement Organizations

# Project Team - Steering Committee

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Chelan,  
Nissa  
Burger



Cowlitz,  
Kris  
Swanson



Island,  
Michele  
Reagan



King,  
Dale  
Hartman



Pierce,  
Mike Rooney



Spokane,  
Mike  
McLaughlin



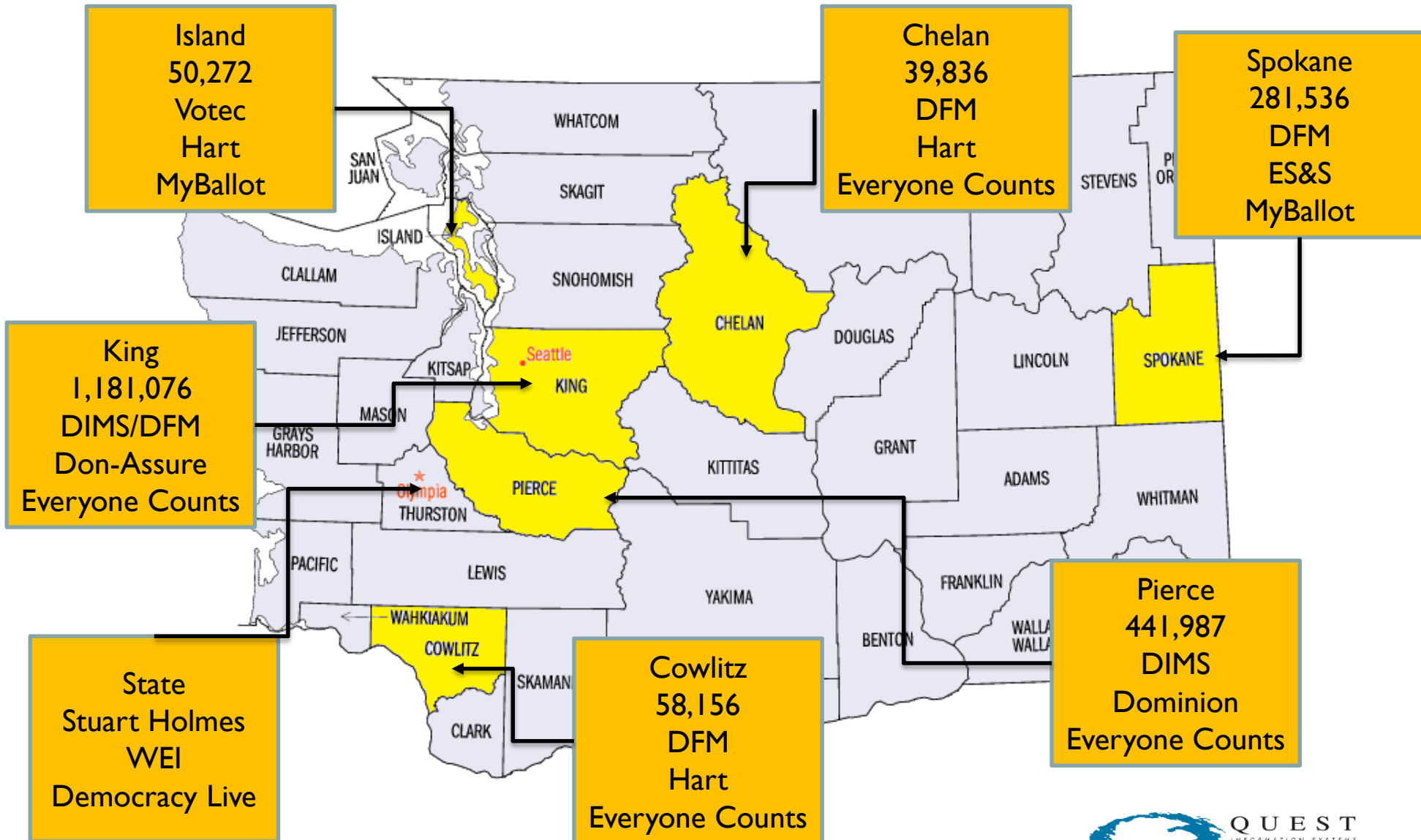
State,  
Stuart  
Holmes



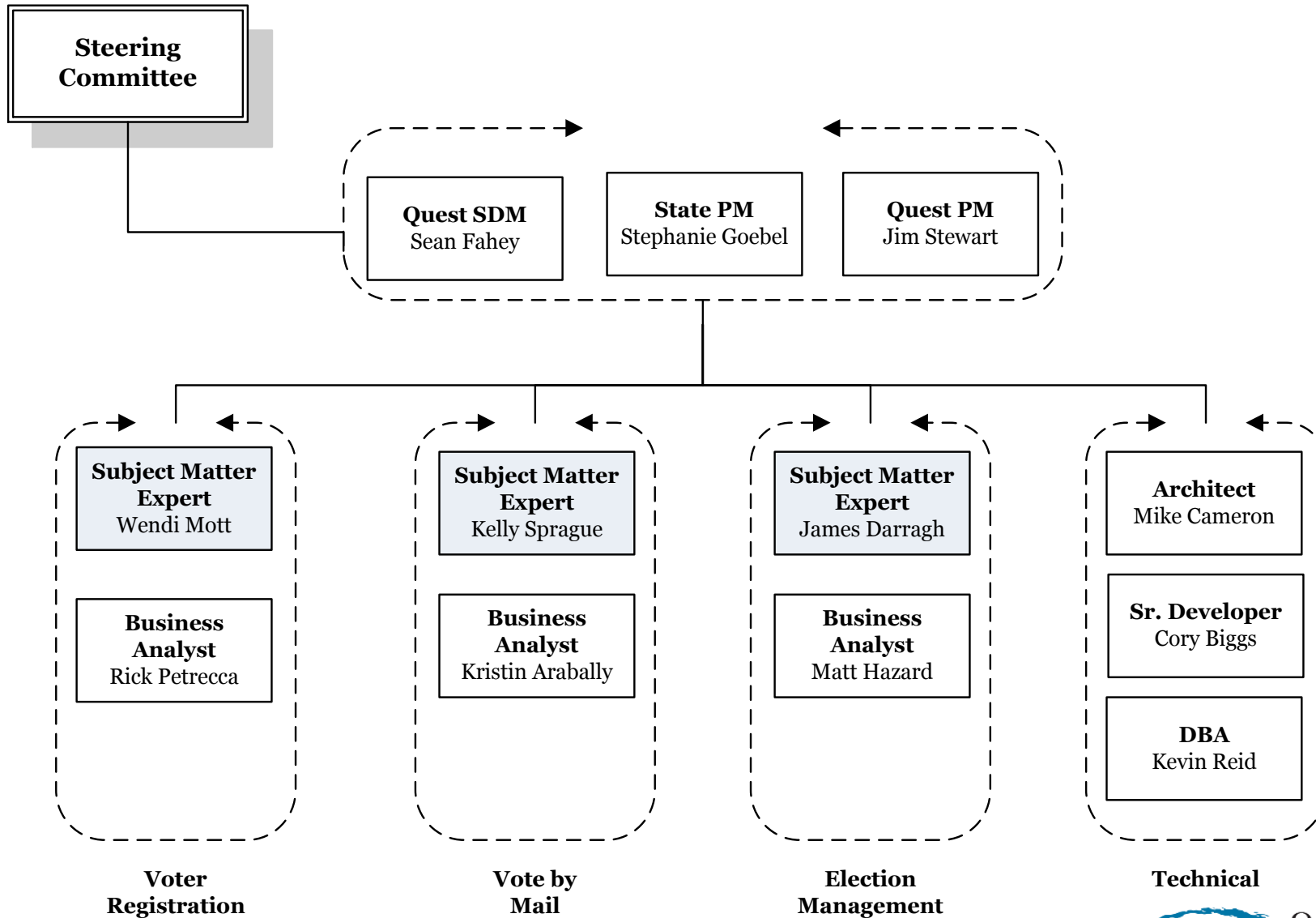
Project Manager,  
Stephanie  
Goebel

- Representative makeup considerations:
  - Size of the county
  - Elections Technology
  - Subject Matter Area of expertise
  - Region

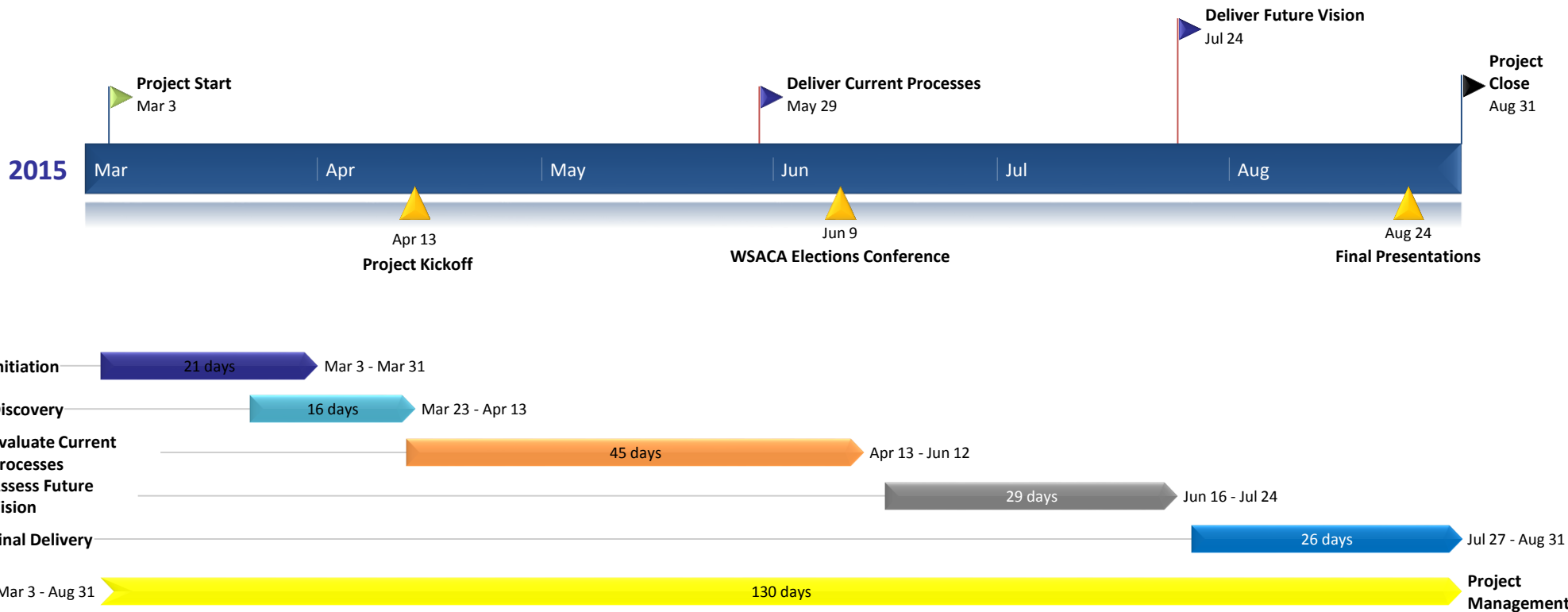
# Steering Committee Subject Matter Expertise



# Project Team



# Project Timeline





# Project Phases

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- Initiation & Discovery
- Evaluation of Current Business Processes
- Define the Future Vision
- Final Presentation and Deliverables
  - Requirements Register Matrix and Ranking
  - Conceptual Overview and Process Summary
  - Implementation Plan, Timeline & Estimates

# Project Initiation, Discovery & Current Processes

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- Project Initiation & Discovery
  - Focus subject areas and teams
  - Identify county-level and state-level participants
  - Study relevant legal, business and technical documentation
  - Develop Core Requirements for foundation to detailed analysis
  - Establish initial Project Plan and Requirements Gathering schedules
- Evaluation of Current Business Processes
  - Steering Committee meetings
  - Onsite Requirements Gathering
  - Document & Evaluate the Current Processes
  - Prepare for the Future Vision

# Current Business Processes

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- County Tour – Current Process Interviews and Requirements Gathering

	Monday	Tuesday	Wednesday	Thursday	Friday	Content
	13-Apr	14-Apr	15-Apr	16-Apr	17-Apr	Voter Registration (Wendi & Rick)
a.m.	State	Pierce	King	Chelan	Island	
p.m.	State	Pierce	King	Spokane	Cowlitz	Ballots (Kelly & Kristin)
	20-Apr	21-Apr	22-Apr	23-Apr	24-Apr	
a.m.	State	King	Pierce	Chelan	Island	Elections Management (Jim & Matt)
p.m.	State	King	Pierce	Spokane	Cowlitz	
	27-Apr	28-Apr	29-Apr	30-Apr	1-May	
a.m.	State	Pierce	King	Chelan	Island	
p.m.	State	Pierce	King	Spokane	Cowlitz	

- WSACA Elections Conference – Validate Findings
  - June 10 & 11 Breakout Sessions, 1:00-2:00

# Future Vision and Final Delivery

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- Future Vision
  - Document the Future Vision
  - Assess the Future Vision
  - Define the Future Vision Requirements
  - County validation of Future Vision
- Final Delivery
  - Prepare Strategic Overview Documentation
  - Summarize current & future vision with a gap analysis
  - Describe process revision/improvement recommendations
  - Develop Implementation Timeline and Estimates
  - On-site presentation(s) of Findings and Recommendations

# Communications, Risk & Issue Management

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- Communications
  - Managed by the Project Management Team
  - Weekly Project Management Team meetings
    - Plan, deliverables, schedule, milestones
  - Bi-weekly Steering Committee meetings
  - Bi-weekly project update emails
  - Project Portal for documentation and collaboration
  - Deliverable review and acceptance process
- Risk and Issue Management
  - Managed by the Project Management Team
  - Identify, track, and mitigate

## Q&A and Wrap-up

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THANK YOU !